BY ORDER OF THE COMMANDER
AIR COMBAT COMMAND

AIR FORCE INSTRUCTION 10-244

AIR COMBAT COMMAND
Supplement

26 FEBRUARY 2013

552D AIR CONTROL WING
Supplement

22 JANUARY 2014

Operations

REPORTING STATUS OF AEROSPACE
EXPEDITIONARY FORCES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

AFI 10-244, 15 June 2012, is supplemented as follows. This supplement provides procedures for those areas listed in AFI 10-244 that require MAJCOM direction. It applies to all Air Combat Command (ACC) units. Upon mobilization, this supplement also applies to ACC-gained Air National Guard (ANG) units and members under USC Title 10 status. In addition, it applies to all ACC-gained Air Force Reserve Command (AFRC) units and members. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://www.my.af.mil/afrims/afrims/afrims/rims.cfm** Contact supporting records managers as required. Reporting requirements in this supplement are based on reports directed in the basic publication. Send comments and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, through channels, to HQ ACC/A3O, 22 Rickenbacker Rd, BLDG 10 Langley AFB VA 23665-2789. See **Attachment 1** for a glossary of references and supporting information.

(552ACW) This supplement implements and extends the guidance of the Air Force Instruction (AFI) 10-244, *Reporting Status of Aerospace Expeditionary Forces,* 15 June 2012, and AFI 10-244, ACC Supplement 26 February 2013, as follows: This supplement provides local procedures for those areas listed in AFI 10-244 that require MAJCOM direction. It provides policy and guidance to report status to execute Aerospace Expeditionary Forces (AEFs) taskings. It formalizes reporting policies for unit assigned AEF taskings for full spectrum operations and provides guidance to headquarters agencies to certify the readiness of allocated forces to accomplish their designated missions under the AEF construct. It applies to all Air Combat Command (ACC) units and does not apply to Air National Guard (ANG) or the Air Force Reserve Command (AFRC). Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required for approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has not been substantially changed. Changes consist of paragraphs being renumbered to coincide with paragraph number changes to the parent AFI.

2. 6.1.5.1. FAMs will coordinate with and assist units, and others, in resolving mismatched/incorrectly postured UTCs when discovered or reported as incorrectly postured by the unit in ART.

> 2.6.1.6.1. **(Added)** ACC FAMs will review their respective unit's ART reports monthly and shall have a working knowledge of AEF readiness reporting requirements as specified by AFI 10-244 and this supplement. This will ensure higher headquarters attention or action to help resolve readiness issues at the unit level.

> 2.6.1.7. **(Added)** All functional area manager (FAM) correspondence regarding readiness reporting policy/procedures or processing of ART reports must be initiated by or coordinated with the Air Combat Command (ACC) Readiness Branch (HQ ACC A3OR).

> 2.6.3.1.1. Designate a primary and alternate wing ART manager in writing by letter. The group/squadron commander will designate a primary and alternate group or squadron ART manager where groups or squadrons report directly to the numbered air force or are not aligned under a wing. Submit the letter to HQ ACC/A3OR. Each individual listed on the letter will apply for the ART role of subordinate administrator for their wing or equivalent UIC. The subordinate administrator role is reserved for those individuals that will grant write-access to subordinate unit ART POCs. A classified e-mail address must be included for write-access to the ART to be granted. If the user does not have their own account, they may provide an office or supervisor's email address.

2.6.3.2.1. **(Added)** Commanders will establish procedures to review the reports or a summary of the reports for all wing units providing UTCs to the AEF to include enablers.

2.6.3.2.2. **(Added)** Wing ART manager or equivalent will collect and compile unit reports into a suitable format for wing commander and key staff review/presentation.

2.6.3.2.3. **(Added)** Wing ART managers will revoke subordinate unit ART monitor/approver roles in ART once the individual is no longer involved in unit ART reporting. The unit ART appointment letter will be used to determine individual eligibility for ART role approval.

2.6.3.6. **(Added)** Wing commanders are responsible for publishing and maintaining a wing supplement to support local requirements for ART reporting and to provide continuity during personnel turnovers. Provide a copy of the wing supplement to ACC A3OR. The following outline will be used as a baseline for preparing the wing supplement:

2.6.3.6.1. **(Added)** Supplements will include, but are not limited to: local procedures for briefing the wing commander on UTC readiness, the requirement for subordinate unit ART appointment letters, a comprehensive and continuing training program including the requirement to document completed training for all ART personnel, and examples of all locally devised forms, if any, that are being used by local units for gathering data. Prior to use, submit all locally devised data collection tools or forms to the wing or equivalent records manager to determine appropriate records management and to ensure management of data does not adversely impact on the AF Records Management Program.

2.6.3.6.1.1. **(Added-552ACW)** Local Wing Supplemental Procedures

2.6.3.6.1.1.1. **(Added-552ACW)** Unit ART Monitors are required to have their own Secure Internet Protocol Router Network (SIPRNET) terminal and ART logins. ART Monitors will access the ART database via their unit's SIPRNET terminal. If a unit ART Monitor loses access to their SIPRNET terminal, they will contact the 552 ACW ART Managers to schedule a date and time to utilize the SIPRNET terminal located in 552 ACW/DR.

2.6.3.6.1.1.2. **(Added-552ACW)** Unit ART Monitors are responsible to monitor changes of their UTCs in the ART database (i.e. new adds/changes). Unit ART Monitors are responsible for on-time reporting.

2.6.3.6.1.1.3. **(Added-552ACW)** Unit ART Monitors will keep the two most current signed reports on file.

2.6.3.6.2. **(Added)** Responsibilities. Clearly specify responsibilities for individuals (e.g. wing commander, group commander, unit commander, section chiefs, wing ART managers, etc.) involved in training personnel and preparing/ensuring the accuracy of unit ART reports.

2.6.3.6.2.1. **(Added-552ACW)** Wing Level Responsibilities:

2.6.3.6.2.1.1. **(Added-552ACW)** 552 Air Control Wing (552 ACW)

Commander will:

2.6.3.6.2.1.1.1. **(Added-552ACW)** Designate primary and alternate WG ART Managers within 552 ACW/DR to monitor and report UTCs for both home station and geographically separated units.

2.6.3.6.2.1.2. **(Added-552ACW)** 552 ACW/DR will:

2.6.3.6.2.1.2.1. **(Added-552ACW)** Develop a monthly ART report and keep the report on file for a period of twelve months.

2.6.3.6.2.1.2.2. **(Added-552ACW)** Brief the status of ART to the 552 ACW/CC and key staff monthly. This briefing will include data downloaded directly from the ART database.

2.6.3.6.2.1.2.3. **(Added-552ACW)** Conduct Staff Assistance Visits (SAVs) on all ART Monitors within the 552 ACW.

2.6.3.6.2.1.3. **(Added-552ACW)** Unit Commanders will:

2.6.3.6.2.1.3.1. **(Added-552ACW)** Appoint unit ART Monitors with at least 18 months retainability. The ART Monitors will attend training conducted by 552 ACW ART Manager.

2.6.3.6.2.1.3.2. **(Added-552ACW)** Develop local procedures for compiling and submitting updates in ART.

2.6.3.6.2.1.3.3. **(Added-552ACW)** Assume responsibility for briefing the readiness status of their unit to the 552 ACW/CC.

2.6.3.6.2.1.4. **(Added-552ACW)** Unit ART Monitors will:

2.6.3.6.2.1.4.1. **(Added-552ACW)** Monitor all pertinent sources to track any status changes for assigned Unit Type Codes (UTCs). Any change of status must be updated in ART within 24 hours.

2.6.3.6.3. **(Added)** Training. Specify training requirements for ART POCs identifying mandatory criteria and time schedules. Personnel will be required as a minimum to review AFI 10-244, the training aids found under the help dropdown menu on the ART website and a review of chapter 1 though chapter 8 of the ART 3.0 User's Manual (which can also be found under the help menu).

2.6.3.6.3.1. **(Added-552ACW)** Wing Level Training:

2.6.3.6.3.1.1. **(Added-552ACW)** The 552 ACW ART Managers will establish a hands-on training program to include initial and refresher training for unit ART Monitors. All training will be documented and kept by the 552 ACW ART Managers. In addition, a copy will be forwarded to the unit to maintain in their ART continuity binder. ART training slides can be found   at: https://org.eis.afmc.af.mil/sites/552_ACW/DR/ART/Forms/AllItems.aspx

2.6.3.6.4. **(Added)** Reporting Procedures. Include step-by-step procedures accomplished in compiling and submitting ART reports. Wings should delegate the responsibility to rate UTCs in ART to the lowest organizational level

responsible for the UTC (i.e., the squadron commander or equivalent of the unit the UTC is postured against) and ensure SIPRNET access.

2.6.3.6.4.1. **(Added-552ACW)** Wing Level Reporting Procedures:

2.6.3.6.4.1.1. **(Added-552ACW)** Unit ART Monitors will report ART every 28 days.

2.6.3.6.4.1.2. **(Added-552ACW)** Unit ART Monitors will review and update all of their UTCs & will provide a monthly ART report to Unit Commanders.

2.6.3.6.4.1.3. **(Added-552ACW)** Unit Commanders will review the ART report and assess their UTCs *ART MONITOR ASSESSMENT CHECKLIST* provided in AFI10-244, Attachment 2.

2.6.3.6.4.1.4. **(Added-552ACW)** Unit Commanders will verify the accuracy of the monthly report and sign the report after verifying no discrepancies exist between the printed report and their own assessment. The signed report then gives the unit ART Monitor the authority to save inputs to the ART database.

2.6.3.6.4.1.5. **(Added-552ACW)** 552 ACW/CC is briefed ART the last Thursday of each month unless directed otherwise.

2.6.3.7. **(Added)** Wing ART manager or equivalent will disseminate MAJCOM ART POC correspondence of interest (i.e., ART policy messages, etc.) to unit commanders and unit ART POCs, as required, on a timely basis to ensure prompt response to HHQ requirements.

2.6.3.8. **(Added)** Wing ART manager or equivalent will establish and maintain ART continuity folder(s) or binder(s) IAW the AF RDS to contain as a minimum the following documents:

2.6.3.8.1. **(Added)** Copies of the appointment letters for wing and subordinate unit ART monitors.

2.6.3.8.2. **(Added)** HHQ guidance, letters, messages, etc.

2.6.3.8.3. **(Added)** Training program for wing and unit ART monitors complete with training materials, and documentation of completed training.

2.6.4.2.1. **(Added)** Unit commanders will designate a primary and alternate unit ART POC in writing by letter. Submit the letter to the wing ART manager or equivalent. The letter is required for POCs who require write-access to ART under either the ART approver or ART monitor role. Letter must include names, ranks, organizations, DSN, and classified and unclassified e-mail addresses. A classified e-mail address must be included for write-access to the ART to be granted. If the user does not have their own account, they may provide an office or supervisor's email address.

2.6.4.2.2. **(Added)** Unit ART POCs will establish and maintain ART continuity folder(s) or binder(s) IAW the AF RDS to contain the following documents:

2.6.4.2.2.1. **(Added)** Current unit ART POC appointment letter.

2.6.4.2.2.2. **(Added)** HHQ and wing guidance (letters, messages, etc.).

2.6.4.2.2.3. **(Added)** Documentation of completed ART training.

2.6.4.3.1. **(Added)** Unit commanders shall establish procedures to accurately gather, prepare, and validate the information used to rate unit UTCs in ART. Procedures should ensure all concerned offices coordinate on or provide the required data to the unit ART POC prior to the unit commander's approval to enter the UTC rating in ART.

2.6.4.3.2. **(Added)** Unit commanders must be continually cognizant of current and projected resource status in order to provide accurate Get Well Date (GWD) projections when submitting ART assessments.

2.6.4.3.3. **(Added)** Commanders shall approve all unit UTC assessments prior to the unit ART POC updating the ART database.

2.6.4.7.1. **(Added)** The names, office symbols and phone numbers of ACC UTC FAMs responsible for creating and posturing UTCs against ACC units which are reflected in ART are listed in a roster on the HQ ACC/A3OR community of practice (**https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-OP-AC-35**).

3.4.5.1. **(Added)** Unit commanders may use all ACC resources within their unit or wing if those resources will be available to the unit for contingency use. Personnel are considered available if they are assigned to a unit, are physically present at home station, or can be present within the prescribed unit response time and are not restricted from deploying or employing with the unit. Resources belonging to another unit will not be counted in UTC ratings unless some type of agreement is documented IAW AF RDS prior to using the resources for reporting purposes. Resources used to assess one unit's capability may not be used for the same purpose by another unit. Double counting of personnel or equipment is prohibited.

3.4.7.1.1. **(Added)** Personnel/equipment on temporary duty (TDY). Consider personnel and /or equipment who are TDY (as opposed to deployed under a tasking) available for UTC rating/tasking under the following conditions: if the personnel and/or equipment are expected to be able to return to the unit within the unit DOC response time or 72 hours if no response time is given, report as **GREEN**. However, the commander has the discretion to report personnel and/or equipment as **YELLOW** if there is a concern the TDY personnel may not be able to return within the DOC response time or 72 hours. Commanders should not report TDY personnel and equipment as **RED** unless they are positive the employed resources will not be able to return as directed. In this case, place a GWD estimate in ART of when they will return to the unit. In remarks, indicate where they are TDY, name of operation, and any other details known.

3.4.7.1.2. **(Added)** When a unit temporarily transfers (lends) personnel to another unit, the supplying unit will continue to measure and report the personnel unless otherwise directed by the MAJCOM. Likewise, a unit receiving personnel

from another unit will not measure or count those personnel unless otherwise directed by the MAJCOM. Temporary assignment of personnel will not be justification for improved readiness levels.

3.4.7.1.3. **(Added)** It would be illogical to count each and every item on the Logistics Detail (LOGDET), until further notice, equipment and supplies are defined as those mobility coded (use code A) items listed in the Allowance Standards (AS). **Note:** Shortages of some non-"A" coded items may affect mission accomplishment and should be considered in the assessment.

3.5.4.1. **(Added)** A common error is rating a UTC incorrectly postured when no individual is assigned. Funded authorizations from the unit manning document are used to create UTCs. If there is no individual assigned to the authorization it does not mean the UTC is incorrectly postured. In this instance rating the UTC red or yellow and using the "vacant" personnel deficiency category would be appropriate.

3.7.2.1. **(Added)** Identify exactly why the UTC is **RED** or **YELLOW**. If it is short of personnel, list how many short of each AFSC, what is the impact and what you are doing to get more personnel (e.g., short two 2G071s can't accomplish logistics support for beddown of 12 PAA; working with HQ ACC FAM for more manpower. GWD: 5 March 2002).

3.7.2.2. **(Added)** If training is needed, identify what AFSCs needs what training. Identify how and when your commander is going to fix it (e.g., two 3E051 need Silver Flag training. Without training, the individuals are not prepared to provide bare base electrical support. Individuals scheduled for class on 30 November 2008.).

3.7.2.3. **(Added)** If the UTC is short on equipment or supplies, identify exactly what equipment is short or not in a condition to deploy e.g., short two 60-kw generators. Without the generator the kitchen tent will not have power. We are working with the FAM for funding to order replacement generators.

GILMARY M. HOSTAGE, General, USAF
Commander

(552ACW)

JAY R. BICKLEY, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

ART 3.0 Users Manual, June 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ACC—Air Combat Command

GWD—Get Well Date

HQ ACC/A3OR—ACC Readiness Branch

RDS—Records Disposition Schedule

Attachment 1 (552ACW)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 10-244, *Reporting Status of Aerospace Expeditionary Forces*, 15 Jun 2012

AFI 10-244_ACCSUP_I, *Reporting Status of Aerospace Expeditionary Forces*, 26 February 2013

Adopted Forms:

AF IMT 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AEF – Air Expeditionary Forces
ART – AEF Reporting Tool
SIPRNET- Secure Internet Protocol Router Network
TPFDD– Time Phased Force Deployment Data
UTC – Unit Type Code

Attachment 2 (Added-552ACW)

SAMPLE ART MONITOR APPOINTMENT LETTER

Figure A2.1. Example of an ART Monitor Appointment Letter

(Date)

MEMORANDUM FOR 552 ACW/DR

FROM: *(Appropriate Group/SQ Commander)*

SUBJECT: Air and Space Expeditionary Forces (AEF) Unit Type Code (UTC) Reporting Tool (ART) Monitor

1. The following individuals have been trained and are hereby appointed as (your unit) ART Monitor:

Primary	Alternate
Name: John Doe	Name: John Smith
Grade: MSgt	Grade: TSgt
Office: 12FW/XPL	Office: 12FW/XPL
Clearance: Secret	Clearance: Secret
DSN: 884-1234	DSN: 884-1234
Unclas e-mail:	Unclas e-mail:
john.doe@tinker.af.mil	john.smith@tinker.af.mil
SIPRNET e-mail:	SIPRNET e-mail:
john.doe@tinker.af.smil.mil	**john.smith@tinker.af.smil.mil**

2. The clearances of these individuals have been validated by MSgt John Doe, unit security manager, DSN 884-1111.

3. Direct any questions concerning this matter to 552 ACW/DR office, DSN 884-2818.

4. This memorandum supersedes all previous memorandums of the same subject.

                                             DAVID M. JONES, Lt Col, USAF
                                             Commander

Attachment 3 (Added-552ACW)

EXAMPLE OF ART DATA COLLECTION FORMAT

Figure A3.1. 552 Air Control Wing locally devised form collecting ART data example 1.

7FVCS	LINE #	BLKC1	1 Oct 13 - 31 Mar 14	LINE #	BLKC2	1 APR 14- 30 SEP 14	LINE #	BLKC3	1 Oct 14 - 31 Mar 15	LINE #	BLKC4	1 Apr 15- 30 Sep 15
DW	1			1			1			1		
DW	2			2			2			2		
DW	3			3			3			3		
DW	4			4			4			4		
DW	5			5			5			5		
DW	6			6			6			6		
DW	7			7			7			7		
DW	8			8			8			8		
DW	9			9			9			9		
DW	10			10			10			10		
DW	11			11			11			11		
DW	12			12			12			12		
TFFR8	1											
XFBH1	1											
6K0K5	1											
6K0K7	1											
XFFA7	LINE #	BLKB1	1 Oct 12 - 31 Mar 13			9AFS2		LINE #	BLKB3	1 Oct 13- 31 Mar 14		
DXS	1					DW		1				
6KMJ7	LINE #	BLKD3	1 Apr 13-30 Sept 13									
DX												

Figure A3.2. 552 Air Control Wing locally devised form collecting ART data example 2.

UNIT	AFSC	DESCRIPTIO	ADDITIONAL REQ	UTC	ULN	P CODE	AEF	MEMBE	RANK	DEPLOYABLE	DAV1	REASO	GWD	TASKED	TASKED ULN